



## South Carolina Healthy Schools Award Application

### 2003-2004

South Carolina Healthy Schools (SCHS) is committed to the implementation of quality, coordinated school health programming that promotes the positive development of children and youth, works to eliminate barriers to learning, and seeks to ensure opportunities for all students to become healthy and productive citizens. We believe there is an inextricable link between health and academic achievement and that families, communities, businesses, industries, and ultimately our state, will benefit as we work together to build healthy futures for all of South Carolina's citizens.

School administrators, teachers, and staff work with students, families, health and human service agencies, businesses, and other community groups in an effective, collaborative effort to ensure academically successful and healthy students. A Healthy School uses a team approach; demonstrates successful utilization of community resources; has an effective team leader or facilitator. Additionally, administrators' support and commitment is evident in practices, procedures and policies. These elements can be built into existing committees such as the school improvement council, school intervention teams, or parent advisory councils as a way to achieve success and expanded involvement.

Coordinated School Health Programming (CSHP) is based on the CDC eight component model of Coordinated School Health Programs and the priority risk behaviors that affect the learning and health of our students. The eight components of CSHP are: **1) Healthy and safe environment; 2) Family and community involvement; 3) Staff wellness promotion; 4) Skills-based health instruction; 5) Physical education and activity; 6) Health services; 7) Nutrition and food services; 8) Guidance, psychological, and social services.** CSHP focuses on the use of interventions and strategies that provide support and reinforcement for positive health behaviors. For additional information on this model, go to the CDC website: [http://www.cdc.gov/nccdphp/dash/about/school\\_health.htm](http://www.cdc.gov/nccdphp/dash/about/school_health.htm).

The South Carolina Healthy Schools Awards application process offers schools an opportunity to showcase their hard work toward these goals. The 2003 – 2004 South Carolina Healthy Schools Awards will be presented to schools that successfully document quality school health programming that has been implemented using coordinated and collaborative efforts and an interdisciplinary team approach. School teams may address as many of the eight components as they choose.

Each application is reviewed by a team of independent reviewers.

## Steps to Follow in Completing Your Application

1. Make copies of the application package for school health team members to read.
2. Convene your school health team to include appropriate staff, parents and community members.
3. Brainstorm the various ways in which you have collaborated to develop programs and provide services for the school and community. Examples listed below:
  - One school collaborated with the local health department to develop a walking trail on school property. This was an enhancement to the physical activity of both the school and the community. It provided an opportunity for community involvement.
  - A middle school formed a team of teachers in social studies, science, health, physical education, home economics, and language arts to develop an integrated, interdisciplinary approach to ensuring that health standards and content objectives were addressed throughout the school day for all students.
  - Another school, under the leadership of the PE teacher and the Staff Wellness Coordinator, and in cooperation with business partners and a variety of community agencies, implemented an annual health fair. The health fair provided health screenings, fitness activities, guest presentations, interactive exhibits, and entertaining educational programs that focused on the priority risk behaviors.
4. Complete the application form. **Please follow the instructions and guidance provided for completing your application.**
  - Complete the **Cover Page** to provide demographic and contact information. This page **must be completed and signed by the school principal to be considered for an award.**
  - **Complete Part I, Section A. “Summary of Total School Health Program and Level of Coordination”** (40 points and potential for 4 bonus points).
  - **Complete Part I, Section B. “Critical Indicators of Success”** Address each of the six critical indicators of a healthy school (10 points each).
  - **Complete Part II. “Healthy School Component Description Sheet”** Complete a single page for each component area in which you are applying. **The person most responsible for implementing and/or completing the description of the components must sign the component sheet** (100 points for each component).
5. Assemble the application in the order presented in **#4**.

6. Number your pages consecutively on the bottom right corner of each page.
7. Make **six copies** of your completed application. Keep one copy for your records.
8. Secure the completed application with a staple in the upper left corner.
9. A “**Checklist**” is included to assist in submitting your completed application.
10. Mail the **original and five copies** to

S.C. Healthy Schools Awards  
State Department of Education  
Rutledge Building, Room 906  
1429 Senate Street  
Columbia, SC 29201

If you have questions about the completion of your application, you may contact Sandra Jeter at (803) 898-0814 or by e-mail at [jetersa@dhec.sc.gov](mailto:jetersa@dhec.sc.gov) or Debbie Phillips at (803) 734-9344, or by e-mail at [dphillip@sde.state.sc.us](mailto:dphillip@sde.state.sc.us).

**Applications must be postmarked by Friday, April 23, 2004**

- **Applications failing to meet the described specifications will not be considered.**
- **Faxed applications will not be accepted.**
- **Attachments will not be reviewed.**
- **Handwritten applications will not be considered (note the exception on the cover page).**

# 2003-2004 Awards Application Check List

**Check all that apply and assure your application is complete and in order.**

- ☐ Cover Page (signed by the school principal)
- ☐ Typed Application (except for Cover Page)
- ☐ Part I. Section A – Abstract

## **Part I. Section B – Critical Indicators**

- ☐ CI - 1 School health team
- ☐ CI - 2 Team coordination for planning & implementation
- ☐ CI - 3 Administrative commitment and support
- ☐ CI - 4 Team leader
- ☐ CI - 5 Linkages with family and community
- ☐ CI - 6 School environment

## **Part II. Components of a Healthy School**

- ☐ Component 1: Healthy and safe environment
  - ☐ Component 2: Family and community involvement
  - ☐ Component 3: Staff wellness program
  - ☐ Component 4: Skill-based health instruction
  - ☐ Component 5: Physical activity and education
  - ☐ Component 6: Health services
  - ☐ Component 7: Nutrition and food services
  - ☐ Component 8: Guidance, psychological, and social services
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- ☐ **Pages are numbered consecutively on the bottom right corner**
  - ☐ **Application is assembled in specified order**

# 2003 S.C. Healthy Schools Awards Application

## Cover Page

*(This page may be handwritten.)*

The **Cover Page** must be completed for your application to be considered. The information you provide will not determine your status as a Healthy Schools Award winner

School \_\_\_\_\_ District: \_\_\_\_\_

Principal: \_\_\_\_\_ Superintendent: \_\_\_\_\_

School Address: \_\_\_\_\_ City, State, and Zip: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

Type of school community: ☐ rural ☐ urban ☐ suburban

Grades served (Pre-K–12): \_\_\_\_\_ Number of students: \_\_\_\_\_

Ethnicity of students (percentage): African-American \_\_\_\_% Asian \_\_\_\_% Caucasian  
\_\_\_\_% Hispanic \_\_\_\_% Other \_\_\_\_% (please specify): \_\_\_\_\_  
\_\_\_\_\_

Percentage of students qualifying for free or reduced lunch: \_\_\_\_\_ %

Previous Winner (year and the components): \_\_\_\_\_  
\_\_\_\_\_

### Please check the components you are applying in.

- |   |   |
|---|---|
| <input type="checkbox"/> Healthy and safe environment     | <input type="checkbox"/> Physical education and activity              |
| <input type="checkbox"/> Family and community involvement | <input type="checkbox"/> Health services                              |
| <input type="checkbox"/> Staff wellness promotion         | <input type="checkbox"/> Nutrition and food services                  |
| <input type="checkbox"/> Skills-based health instruction  | <input type="checkbox"/> Guidance, psychological, and social services |

Coordinator of the Healthy School Program:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number & Extension: \_\_\_\_\_

**Principal's signature is required.**

\_\_\_\_\_  
Principal's Name (Type or Print)

\_\_\_\_\_  
Principal's Signature

## Part I

### Summary of Total School Health Program and Level of Coordination

#### Section A. School Health Program Abstract (40 Points)

Provide a brief summary of your total school health program.

**Abstract is limited to one typed page, single spaced, one inch margins, 12 point font.**

**Abstract must include the following:**

- **School mission.**
- **Health and learning needs of your school/community population, and methods used to determine those needs.**
- **Strategies and interventions used, and how they are linked to the school mission and identified needs.**
- **Groups and organizations involved.**
- **Accomplishments/results/outcomes/impacts.**

#### **Bonus Points (2 Points Each)**

**In your program abstract, you must describe how these were used to receive credit.**

- Your Healthy School team used the Centers for Disease Control and Prevention's *School Health Index* for assessing and planning.
- Your School Health Team is a subcommittee of your School Improvement Council (SIC) and has integrated the health programming strategies into the SIC plan.

#### Section B. Critical Indicators of Success (10 points each)

**Type in a 12-point font and *single*-space your text using a one-inch margin.**

- **Restrict your descriptions of each critical indicator to one page or less.**

A Healthy School demonstrates evidence in the following **six critical indicators**:

1. A school-based team whose members are representative of several component areas;
2. Team coordination for planning and implementation of initiatives;
3. Administrative commitment and support;
4. Effective program leadership and facilitation that includes shared decision making and responsibility;
5. Linkages with families and the broader community in the development of programming;
6. Saturation of the school environment with regularly planned programs and activities that promote positive youth development and productive students and staff.

## **Critical Indicator 1**

### **School Health Team**

**Write a description of your school health team using the following guidelines.**

- The team includes staff from at least three component areas, community members, and parents.
- List the facilitator and persons on your school health team and specify their position, role or title and their organizational affiliation if other than the school. Also indicate if any of your team members serves on the SIC or is a parent of your school.
- Describe how long the team has been in existence and how often the team meets.
- Describe how staff members from each component areas provide leadership for program enhancement or improvement within their component area.

## **Critical Indicator 2**

### **Team Coordination for Planning and Implementation of Initiatives**

**Write a description of how your team has used a coordinated and/or collaborative approach in the planning, development and implementation of your school health program using the following guidance.**

- Describe how you maintain regular communication with team members.
- Describe how component personnel work together.
- Describe the partnerships, collaborations and their roles in planning and implementation of initiatives.
- Describe the decision making process in planning and implementing your initiatives.
- Describe how the team approach has benefited your school.

## **Critical Indicator 3**

### **Administrative Commitment and Support**

**Write a brief description of the evidence of administrative commitment and support at your school using the following guidance.**

- Describe the principal's commitment and support of your healthy school.
- Describe how your principal participates in school/community health-promotion events.
- Describe your school's policies, procedures, and/or practices that support a health promoting school.

**Critical Indicator 4**  
**Team Leader/Facilitator**

**Write a brief description of the leadership of your school health program using the following criteria:**

- Describe how the team leader/facilitator disseminates information and resources to the team.
- Describe how the team leader/facilitator is inspiring, enthusiastic and motivating.
- Describe how the team leader/facilitator is a role model.
- Describe how the team leader/facilitator shares program responsibilities and delegate tasks effectively.

**Critical Indicator 5**  
**Linkages with Families and the Broader Community**

**Write a brief description of how your school ensures linkages with families and the broader community using the following guidance:**

- Describe your school's efforts to create an atmosphere of openness and receptivity to the community.
- Describe how your school is involved in a broad utilization of community resources (guest speakers, volunteer program, business partnerships, local funding, agencies and youth-serving organizations, mentoring, service learning, after-school programming, etc.)
- Describe regular programming and activities that bring families to your school.
- Describe how your school communicates with families and the community about health issues.

**Critical Indicator 6**  
**A School Environment That Promotes Positive Health Behaviors**

**Write a brief description of how your school environment promotes positive health behaviors using the following guidance.**

- Describe how the school provides school-wide activities and consistent messages targeting risk behaviors and components of a healthy school.
- Describe how staff members contribute to a caring and supportive environment that promotes the active participation of students in health and learning activities/events.
- Describe how staff members demonstrate attitudes and behaviors that encourage positive health practices among students.
- Describe school policies, programs and practices that support positive choices and healthy behaviors.

## PART 2

### The Components of a Healthy School

Effective schools recognize the intricate link between health and learning and actively *communicate, collaborate, coordinate and cooperate* among the components to create a culture and climate that promotes the health and well being of students and staff. Coordinated school health programming (CSHP) brings together multiple components to provide a broad range of health and educational interventions, and include the following eight components:

- Healthy and safe environment
- Family and community involvement
- Staff wellness promotion
- Skills-based health instruction
- Physical activity and education
- Health services
- Nutrition and food services
- Guidance, psychological, and social services

Using the page titled “**Healthy School Component Sheet**”, complete a sheet for each component area for which you are applying. Each component will have a separate sheet. List the component and responsible party on the sheet. **Restrict your description to one and one half pages or less for each component, using one- inch margins, single-space, and 12-point font.**

**Write a brief summary of the component programs/activities.**

Use the following guidance in describing your components:

- Provide a brief summary of your programs/services and who was involved in carrying them out.
- Describe the identified needs that the programs/activities are addressing.
- Describe effective strategies used and how state, national or professional standards were used.
- Describe how you linked, coordinated, and integrated with other component areas.
- Describe any results, outcomes, impacts, or benefits to the school, students, families and community of your efforts.

**Applications must be postmarked by April 23, 2004!!**

## Healthy School Component Description

Component: \_\_\_\_\_ Completed By: \_\_\_\_\_